

<b>Department of the Navy Human Resources Service Center</b>		<b>Request For Voluntary Separation Incentive Calculation</b>	
I would like to request a calculation of the amount of my Voluntary Separation Incentive.			
Name: (last, first, middle)		SSN:	Activity:
Telephone Number:	Date of Expected Separation:	Have you ever received severance pay because you were separated through RIF? <input type="checkbox"/> yes <input type="checkbox"/> no	
I would like the incentive calculation:			
<input type="checkbox"/> Sent by fax to _____			
<input type="checkbox"/> Sent by mail to _____			
<b>FOR COMPLETION BY HRSC</b>			
An estimate of the gross amount of your Voluntary Separation Incentive is:			
This is only an estimate. The estimate is calculated based on the following civilian service computation date:			
If your application for Voluntary Separation Incentive is approved the amount of the incentive will be recalculated and the service computation date verified prior to the authorization of the incentive.			
Remember the amount shown above is a gross amount. The check that you receive will not be the amount listed above. The Defense Finance and Accounting Service (DFAS) will make deductions for:			
<ul style="list-style-type: none"> <li>• Federal taxes at 28%</li> <li>• State taxes based on the number of exemptions you have claimed</li> <li>• Medicare at 1.45%</li> <li>• Social Security at 6.2%, if you are a FERS or CSRS Offset (CSRS + FICA) employee</li> </ul>			
You must include the full amount of the incentive as income for income tax purposes. Depending upon your total income for the entire tax year you may owe extra taxes in addition to those initially withheld. Consult your tax advisor for complete information about taxes.			
The incentive is paid as a separate check that is sent to your mailing address within 30 days of separation.			
Benefits Counselor		Date	